

C-O-N-F-I-D-E-N-T-I-A-L

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC REGULATION
NO. 5-100

PUBLICATIONS
7 December 1962

REGULATORY ISSUANCES

1. The NPIC REGULATORY SYSTEM consists of regulations, notices, and handbooks. These issuances prescribe policies and procedures essential to the control and direction of NPIC activities.

a. APPLICABILITY

Policy, doctrine, or procedure that is Centerwide in application shall be published within this regulatory system. Instructions that are limited in applicability to a single Center component may be published as an internal component issuance (see paragraph 4).

b. AUTHENTICATION

NPIC regulatory issuances are published only upon approval of the Office of the Director, NPIC.

c. TYPES OF ISSUANCES. The types of issuances are:

(1) Regulations, which are the basic medium for establishing directives of a continuing nature. They prescribe policy, establish organization, delegate authority, and assign responsibilities.

(2) Notices, which are used to disseminate transitory information. They shall not be used as the basic medium to convey permanent directives.

(3) Handbooks, which supplement regulations by providing the detailed procedures necessary to effect Center policies.

d. RESPONSIBILITIES

(1) The Executive Director is responsible for approving NPIC regulatory issuances prior to their publication. This responsibility may be delegated as appropriate.

GROUP 1

Excluded from automatic
downgrading and
declassification

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C-O-N-F-I-D-E-N-T-I-A-L

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(2) The Administrative Staff, NPIC, is responsible for insuring necessary coordination, approving format and numbering, making arrangements for the publication and dissemination and maintaining the master file for all NPIC regulatory issuances.

(3) NPIC supervisors are responsible for bringing to the attention of employees in their respective components, the provisions of all NPIC regulatory issuances which are applicable, essential, or useful to the proper performance of their duties.

2. DISTRIBUTION Regulatory issuances shall be distributed for use by internal components and service/agency detachments of the Center. Standard distribution will be made as follows:

No. 1 - Limited or special, determined for each issuance. 15-18

No. 2 - One copy for the Office of the Director and each national and departmental component chief. 13-15

No. 3 - Those listed in distribution No. 2 with additional copies for national and departmental components with more than ten individuals. 14

No. 4 - All NPIC employees 14-15

No. 5 - All national and departmental employees

3. NUMBERING Regulatory issuances will be organized, written, and published by functional and topical categories listed below. Existing NPIC regulatory issuances which are not numbered in accordance with the category numbers below will be renumbered as they are revised.

<u>Category No.</u>	<u>Subject</u>	<u>Category No.</u>	<u>Subject</u>
1	Organization	45	Logistics
5	Publications	50	Operations-General
7	Management	51	Intel. Activities
10	Security	60	Liaison
15	Medical	70	Records and Corres-
18	Training		pondence
20	Personnel	90	Communications
22	Travel	110	Dispatches
30	Financial Adminis-	230	Plans, Programs and
	tration		Projects
		240	Cover

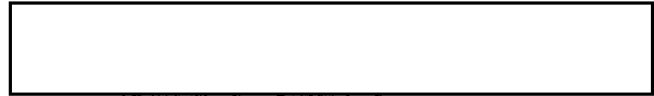
C-O-N-F-I-D-E-N-T-I-A-L

C-O-N-F-I-D-E-N-T-I-A-L

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4. INTERNAL COMPONENT ISSUANCES are instructions written exclusively for the guidance and direction of personnel and activities under the direct supervision of a national or departmental component chief. They may be issued by a component chief for internal guidance provided the issuance is consistent with Center policy and the originator effects coordination with any component affected by the proposed issuance.



ARTHUR C. LUNDAHL

Director

National Photographic Interpretation Center

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Distribution: No. 3

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